

APPENDIX A

July 17, 2001

Memorandum

To: Lynn Smith, Personnel Officer
National Park Service

Kent Baum, Personnel Officer
Fish and Wildlife Service

Warren Johnson
Assistant Director, Diversity and Human Resources

Terry Steele, Human Resources Director
Assistant Secretary - Indian Affairs

From: Carolyn Cohen
Director, Office of Personnel Policy

Subject: Standardized Language for Firefighter Position Descriptions

The attached documents contain standardized position description (PD) language for firefighter positions for use when submitting a *new* PD to the Firefighter and Law Enforcement Retirement Team (FLERT) for coverage under firefighter retirement. These documents were developed by a Department workgroup comprised of bureau headquarters classifiers from the Bureau of Land Management, National Park Service, Fish and Wildlife Service, and the Bureau of Indian Affairs.

These documents contain standardized language for primary coverage and secondary coverage. Please note the entire PD must be submitted to FLERT and will be considered as a whole in determining eligibility for coverage approval. The three documents in Attachment A with standardized language for primary coverage apply to the following positions: Supervisor (of Fire Crewmembers), Fire Crewmember, and Fire Crew Leader. The document in Attachment B contains standardized language for secondary coverage.

In addition to submitting a PD for coverage approval, FLERT requires the following items: a functional statement for the position's work unit (unless it is fully stated in the PD's "Introduction"); and an organization chart indicating the location of the position.

These standardized language documents will be available on the DOI HRM website at www.doi.gov/hrm under "What's New - What's Hot". You will be notified of their permanent location on the website in the future. If you have questions regarding the attached documents, our point of contact is Nancy

Barnett at (202) 208-7949, or by e-mail at Nancy_L_Barnett@ios.doi.gov.

Attachments

1. Supervisor
2. Fire Crewmember
3. Fire Crew Leader
4. Secondary Coverage

cc: John Combs

FLERT

Attachment 1
Supervisor(of Fire crewmembers)

To meet the definition of *primary*, the duties must: constitute the basic reasons for the existence of the position; occupy a substantial portion of the individual's working time (at least 50%) over a typical work cycle; and be assigned on a regular and recurring basis. When submitting a position description for coverage under firefighter retirement, the percentage of time spent on duties must be provided.

INTRODUCTION

Firefighter. The incumbent serves as supervisor within the fire management organization, serving on an engine, helitack module, Hot Shot module, or hand crew. The purpose of the position is to perform and direct others engaged in wildland fire suppression. This is an arduous/rigorous position and subject to medical screening and physical fitness testing.

MAJOR DUTIES

Serves as a supervisor of an engine, helitack, Hot Shot, or handcrew engaged in fire suppression or prescribed burn activities. Utilizes a variety of specialized tools, equipment, and techniques while actively suppressing wildfires, such as a Pulaski, shovel, McLeod, ax, and chainsaw to control the spread of wildfire.

Handcrew/HotShot. Performs and directs others in constructing handlines in vegetation and topography ranging from the subtropics of the Florida Everglades, to the tundra of Alaska and Canada, to the dense spruce-fir of the Rocky Mountains, and to the grass and cactus of the desert southwest.

Engine. Performs and directs others in positioning engine, starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, and using appropriate nozzles and nozzle adjustment in effective use of water and additives in fire suppression.

Helitack. Serves as a supervisor in a helitack crew. Performs and directs others in constructing helispots, attacking small fires, hot spots and spot fires in remote locations.

Incident Command. Directs and performs wildland fire suppression efforts in initial attack and in follow-up actions to safely and effectively control wildland fires in accordance with the identified appropriate management response.

Prescribed Fire. Responsible for the ignition, holding, and monitoring of prescribed fires.

CONDITION OF EMPLOYMENT

Incumbent is subject to medical examination and must pass the work capacity test for arduous/rigorous positions.

FACTORS

1. Knowledge Required by the Position

Knowledge of standard fire program requirements, suppression tactics, methods and procedures. Skill in the use of wildland firefighting hand tools, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignment in various types of fuels and under a variety of weather and terrain conditions.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, handcrew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or lead others in those duties if necessary.

8. Physical Demands

Arduous/Rigorous: Firefighting requires above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing more than 50 pounds, using heavy tools and specialized equipment for long periods of time. Incumbent is subject to medical examination and must pass the work capacity test for arduous/rigorous positions.

Attachment 2 Fire Crewmember

To meet the definition of *primary*, the duties must: constitute the basic reasons for the existence of the position; occupy a substantial portion of the individual's working time (at least 50%) over a typical work cycle; and be assigned on a regular and recurring basis. When submitting a position description for coverage under firefighter retirement, the percentage of time spent on duties must be provided.

INTRODUCTION

Firefighter. The incumbent serves as a crewmember within the fire management organization serving on an engine, helitack module, Hot Shot module, or hand crew. The purpose of the position is wildland fire suppression, containment and control as a firefighter. This is an arduous/rigorous position and subject to medical screening and physical fitness testing.

MAJOR DUTIES

Serves as a crewmember of an engine, helitack, Hot Shot, or hand crew engaged in fire suppression or prescribed burn activities. Utilizes a variety of specialized tools, equipment, and techniques while actively suppressing wildfires, such as a Pulaski, shovel, McLeod, ax, and chainsaw to control the spread of wildfire.

Handcrew/Hot Shot. Constructs hand lines in vegetation and topography ranging from the sub-tropics of the Florida Everglades, to the tundra of Alaska and Canada, to the dense spruce-fir of the Rocky Mountains, and to the grass and cactus of the desert southwest.

Engine. Positions engine, starts pump engine, primes pump, adjusts engine speed and pump valves, lays hose, and uses appropriate nozzles and nozzle adjustment in effective use of water and additives in fire suppression.

Helitack. Serves as a firefighter in a helitack crew. Performs and may direct others in constructing helispots, attacking small fires, hot spots and spot fires in remote locations.

Incident Command. Directs and performs wildland fire suppression efforts in initial attack and in follow-up actions to safely and effectively control wildland fires in accordance with the identified appropriate management response.

Prescribed Fire. Responsible for the ignition, holding, and monitoring of prescribed fires.

CONDITION OF EMPLOYMENT

Incumbent is subject to medical examination and must pass the work capacity test for arduous/rigorous positions.

FACTORS

1. Knowledge Required by the Position

Knowledge of standard fire program requirements, suppression tactics, methods and procedures. Skill in the use of wildland firefighting hand tools, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignment in various types of fuels and under a variety of weather and terrain conditions.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, handcrew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or lead others in those duties if necessary.

8. Physical Demands

Arduous/Rigorous: Firefighting requires above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds, using heavy tools and specialized equipment for long periods of time. Incumbent is subject to medical examination and must pass the work capacity test for arduous/rigorous positions.

Attachment 3 Fire Crew Leader

To meet the definition of *primary*, the duties must: constitute the basic reasons for the existence of the position; occupy a substantial portion of the individual's working time (at least 50%) over a typical work cycle; and be assigned on a regular and recurring basis. When submitting a position description for coverage under firefighter retirement, the percentage of time spent on duties must be provided

INTRODUCTION

Firefighter. The incumbent serves as a crewmember within the fire management organization serving on an engine, helitack module, Hot Shot module, or hand crew. The purpose of the position is wildland fire suppression containment and control as a firefighter. This is an arduous/rigorous position and subject to medical screening and physical fitness testing.

MAJOR DUTIES

Serves as a crewmember of an engine, helitack, Hot Shot, or hand crew engaged in fire suppression or prescribed burn activities. Utilizes a variety of specialized tools, equipment, and techniques while actively suppressing wildfires, such as a Pulaski, shovel, McLeod, ax, and chainsaw to control the spread of wildfire.

Handcrew/Hot Shot. Constructs handlines in vegetation and topography ranging from the sub-tropics of the Florida Everglades, to the tundra of Alaska and Canada, to the dense spruce-fir of the Rocky Mountains, and to the grass and cactus of the desert southwest.

Engine. Positions engine, starts pump engine, primes pump, adjusts engine speed and pump valves, lays hose, and uses appropriate nozzles and nozzle adjustment in effective use of water and additives in fire suppression.

Helitack. Serves as a firefighter in a helitack crew. Performs and may direct others in constructing helispots, attacking small fires, hot spots and spot fires in remote locations.

Incident Command. Directs and performs wildland fire suppression efforts in initial attack and in follow-up actions to safely and effectively control wildland fires in accordance with the identified appropriate management response.

Prescribed Fire. Responsible for the ignition, holding, and monitoring of prescribed fires.

CONDITION OF EMPLOYMENT

Incumbent is subject to medical examination and must pass the work capacity test for arduous/rigorous positions.

FACTORS

1. Knowledge Required by the Position

Knowledge of standard fire program requirements, suppression tactics, methods and procedures. Skill in the use of wildland firefighting hand tools, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignment in various types of fuels and under a variety of weather and terrain conditions.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, handcrew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or lead others in those duties if necessary.

8. Physical Demands

Arduous/Rigorous: Firefighting requires above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds, using heavy tools and specialized equipment for long periods of time. Incumbent is subject to medical examination and must pass the work capacity test for arduous/rigorous positions.

Attachment 4
Secondary Coverage Language

To meet the definition of *secondary*, the position must clearly be in the firefighting field, in an organization having a firefighting mission, and in a normal career path for a firefighter. This is a position for which prior experience in a primary/rigorous firefighting position or equivalent experience outside the federal government is a mandatory prerequisite. Therefore, the duties should clearly indicate the requirement for prior firefighting experience and must be clearly stated in the position description. The primary purpose of the job (indicate percentages) must be fire related.

Sample language for *secondary* positions (in general):

INTRODUCTION

Prior wildland firefighting experience and training is required to carry out the duties and responsibilities of this position. (Note: It must be clear that the location of this position is in a firefighting organization.)

FACTORS

Factor 1 - Knowledge Required by the Position:

Prior on-the-line wildland firefighting experience is required to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions. Knowledge of and experience in fire suppression strategy, tactics, fire behavior, fuel models, fire weather, Incident Command System, firefighting tools and equipment to safely lead and execute fire line suppression operations. Previous on-the-line wildland firefighting experience is a requirement of this position

SAMPLE WORDING FOR SECONDARY POSITION DESCRIPTIONS FOR
SECONDARY **SUPERVISORY** POSITIONS:

- A. The introduction of the PD must state that the primary purpose of this position is to serve as the **first line, direct supervisor of** 6c-designated primary law enforcement (LE) or firefighting (FF) positions (as appropriate). (**Direct supervision** means there are no intervening layers of supervision between this position and designated primary LE or FF positions). **Percentage of time for each major duty area must be documented on the pd.**

- B. The primary reason for the existence of the position must be to **supervise** primary LE or FF positions. In general, for a position to be covered as secondary-supervisory, the position would spend 50% of the time supervising primary LE or FF positions. NOTE: Most NPS secondary positions meet the secondary-administrative definition.
- C. The first duty statement of the position must describe the supervisory LE or FF duty of the position, as appropriate. For example, a statement similar to: "Supervises primary law enforcement rangers to insure accomplishment of the law enforcement mission of the park. Primary law enforcement rangers investigate, apprehend, or detain individuals suspected or convicted of offenses against the criminal laws of the United States committed within the jurisdiction of the park." (generally this would be 50% of the time).
- D. If the position performs some rigorous firefighter and/or law enforcement duties for which physical fitness/qualification requirements exist, then the position description should state those requirements under factor 8, physical demands. For example, if the position requires possession of a law enforcement commission, then the physical qualifications requirements for law enforcement duties must be contained in fact 8 of the PD.
- E. Remember, position descriptions are not expected to capture every detail, duty, and nuance of the position, just the major duties and responsibilities, major knowledge, etc. You must capture at least 80% of the duties and responsibilities of the position, but you need not be minutely detailed.

FOR SECONDARY **ADMINISTRATIVE** POSITIONS:

- A. The introduction of the PD must state that prior law enforcement **or** firefighting experience (**as appropriate**), as gained by substantial service in a primary law enforcement or firefighter (6c) (as appropriate) position or equivalent experience outside the Federal government, is a **mandatory prerequisite** for incumbents of the position. **Percentage of time spent in each major duty area must be documented in the PD.**
- B. The introduction should also state that the position functions as an administrative (executive, manager, technical, semi-professional, or professional) position in the law enforcement or firefighting program of the park.
- C. The first duty statement of the position must describe the law enforcement or firefighting duties that require this prior experience/knowledge and the percentage of time spent performing that duty documented. **For example**, a law enforcement specialist might have a statement similar to:

- D. "Serves as the primary law enforcement advisor to the Chief Ranger of the park, in order to insure the accomplishment of the law enforcement mission of the park. The Division's primary law enforcement rangers investigate, apprehend, or detain individuals suspected or convicted of offenses against the criminal laws of the United States committed within the jurisdiction of the park. This position provides technical guidance and legal advice to primary law enforcement rangers and to the Chief Ranger."
- E. The first Knowledge statement of the position description should describe knowledge of the techniques, policies, and practices of law enforcement or firefighting as obtained through substantial service as a primary law enforcement officer or firefighter (as appropriate) of the Federal government or in a similar law enforcement or firefighting position outside the Federal government. This knowledge is a MANDATORY REQUIREMENT of the position. Also describe what duties this knowledge relates to.
- F. If the position performs some rigorous firefighter and/or law enforcement duties for which physical fitness/qualification requirements exist, then the position description should state those requirements under factor 8, physical demands. For example, if the position requires possession of a law enforcement commission, then the physical qualifications requirements for law enforcement duties must be contained in fact 8 of the PD.

Remember, position descriptions are not expected to capture every detail, duty, and nuance of the position, just the major duties and responsibilities, major knowledge, etc. You must capture at least 80% of the duties and responsibilities of the position, but you need not be minutely detailed.